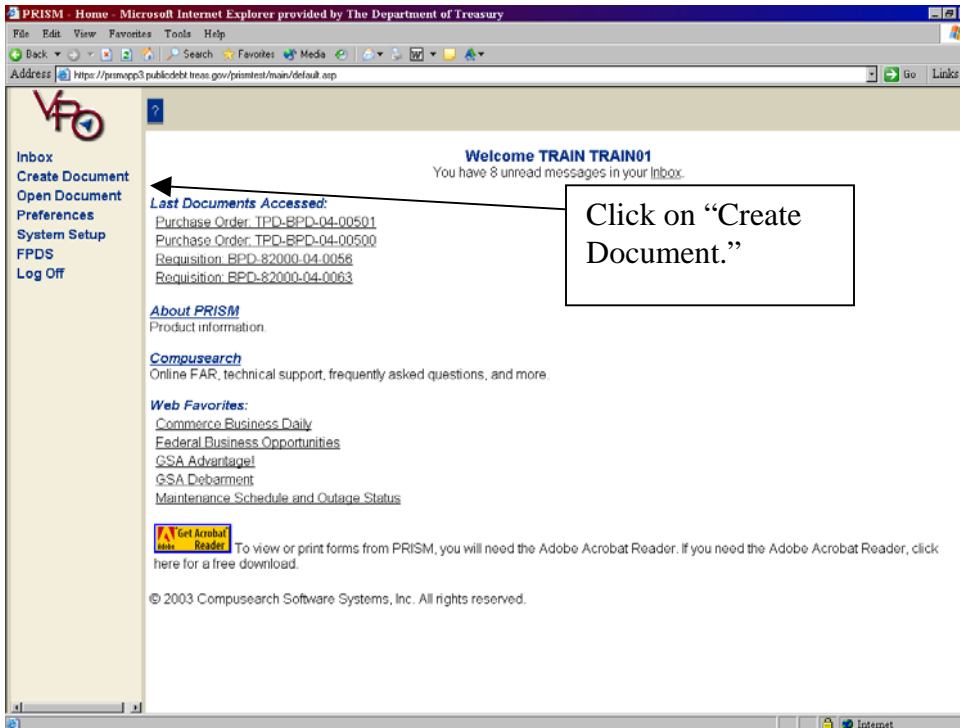


Creating a Requisition for Modification for changing Account Info.

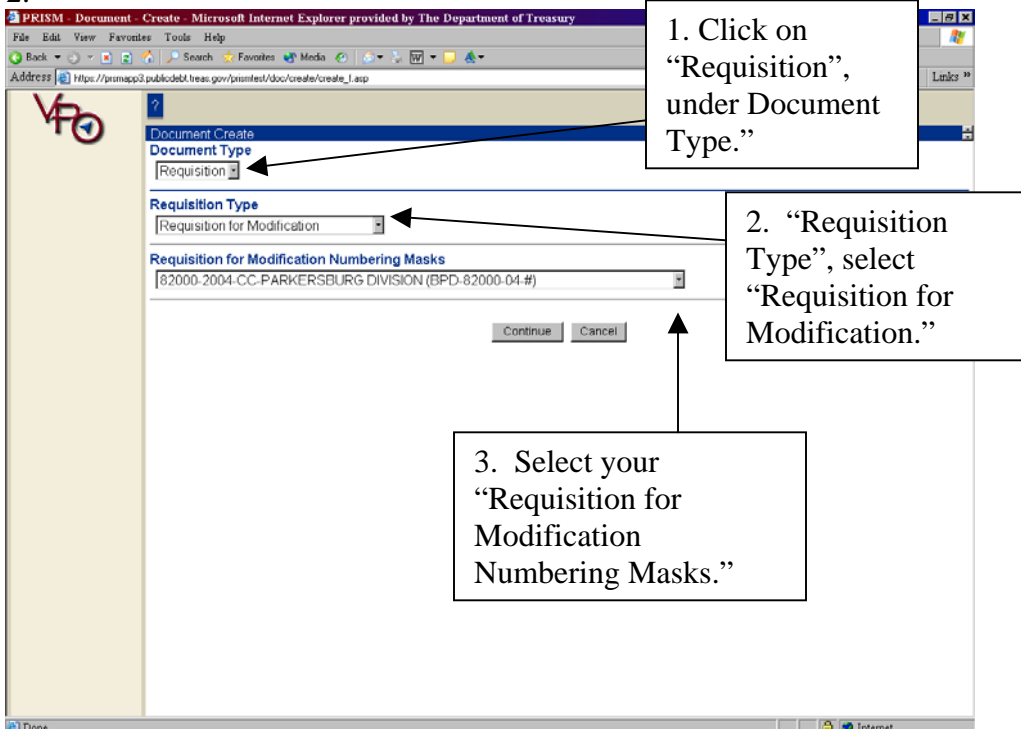
07/08/2004

If a Requisitioner or COTR wants to change the accounting information on a Purchase Order, Contract, or Delivery Order, then a Requisition for Modification is required in order for Procurement to issue a Modification to change accounting information. The Requisition for Modification is initiated by the Requisitioner and routed for approval.

1.



2.



3.

Search Criteria

Contract Number: TPD-BPD-04-00502

Order Number: [Empty]

Award Types: All

Site: BPD

Include Documents from: Current Selected Site

Vendor: [Empty]

Award Date Range: Start Date: [Empty], End Date: [Empty]

Sort by: Contract Number

Max Results: 100

Results per Page: 5

Award Selection

| Select Line Items | Contract Number | Order Number | Vendor | Award Date | Contract Type | Site |
|-------------------|------------------|--------------|-------------------------|------------|----------------|------|
| Y | TPD-BPD-04-00502 | | PARKERSBURG UTILITY BRD | 06/27/2004 | Purchase Order | BP |

Page 1 of 1 (1 results found)

Line Items

| Select | Item Number | Description | User Product Code | Product | Unit | Quantity | Amount |
|--------------------------|-------------|---------------|-------------------|---------|------|----------|------------|
| <input type="checkbox"/> | 0001 | Dell Computer | | PR | | | \$1,600.00 |

Buttons: Search All, Create

1. After searching for the Purchase Order, Contract, or Delivery Order, click on the "Y" next to the order to choose the line items.

2. Select the line item.

3. Click "Create."

4.

PRISM Requisition - Detail

Route | Self Approve | Suspend Line Items | View Form | Delete | Cancel | Load PPT ?

Requisition for Modification Information

Requisition Number: BPD-82000-04-0067 | Stage: Requisition | Number of Items: 1

Version: BASE-In Progress | Net View: Off | Total Amount: \$1,600.00

Original Document: TPD-BPD-04-00502 | Commitment: \$0.00

General Information

Owner: TRAIN TRAIN01

Originating Office: BPD [Edit]

Requisition Date: 06/27/2004

Requisitioner: TRAIN01

Buyer: TRAIN01

Buyer Assign Date: (None)

Requisition Received Date: [Empty]

Requisition Released Date: (None)

Source PPT Name: (None)

Primary Product / Service Code: PR

Navigation Links: General, Additional Info, Project, Text, Change Text, Defaults, Items, Vendor, Supporting Docs, Form Info, Validations, Route History, Status History, Notifications, Ownership, Navigator, Return to Home

Click on "Items"

5.

Requisition for Modification Information

Requisition Number: BPD-82000-04-0067 Status: In Progress Number of Items: 1
 Version: BASE Stage: Requisition Total Amount: \$1,600.00

| Select | Item Number | Description | Option Item | Status | Quantity | Amount | Version |
|-------------------------------------|-------------|---------------|-------------|-------------|----------|------------|---------|
| <input checked="" type="checkbox"/> | 0001 | Dell Computer | | Item Active | 1 | \$1,600.00 | BASE |

Click on the item to edit.

6.

Item Information

Requisition for Modification Number: BPD-82000-04-0067 Item Number 0001 of 1

Item General

Item Number: 1
 User Product Code
 Description: Dell Computer
 Product / Service Code: PR
 Product / Service Code Description: PURCHASE REQUEST
 Qualifier: By Dollars
 Calculate by Percent: ☒
 Line Item Type:
 Period of Performance: to
 Quantity:
 Unit of Issue:
 Unit Price:
 Amount: 1600.00

The price shows as \$10 (which is what was on the original Requisition). On the next screen it will be changed to \$110, so you can see the total amount change from \$10 to \$110.

7.

PRISM - Item - General - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address https://prismapp3.publicdebt.treas.gov/prismtest/reqformod/purchaseorder/items/general/itemgen_1.asp

First Previous Next Last Add Copy Delete ?

Item Information
Requisition for Modification Number: BPD-82000-04-0064 Item Number 0001 of 1
Item Number: Go To

Item General

Item Number: 1
User Product Code:
Description:
Product / Service Code: PR
Product / Service Code Description: PURCHASE REQUEST
Qualifier: By Quantity
Calculate by Percent: ☒
Line Item Type:
Period of Performance: to
Quantity: 1
Unit of Issue: EA
Unit Price: 110.00
Amount: 110.00

Requisition for Modification

General
Additional Info
Ship To
Funding
Discount
Warranty
Text
Validations
Return

Click on "Ship To".

8.

PRISM - Ship To/Accounting - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address https://prismapp3.publicdebt.treas.gov/prismtest/shipsto/shipsto_1.asp

First Previous Next Last Add Copy Delete ?

Item Information
Requisition for Modification Number: BPD-82000-04-0067 Item Number 0001 of 1
Item Number: Go To

Add Edit Delete

Ship To / Accounting

| Select | Ship To | Mark For | Quantity | Amount | Deliver By |
|-------------------------------------|-------------------|----------|----------|------------|---------------------|
| <input checked="" type="checkbox"/> | PUBLIC DEBT - PKB | | | \$1,600.00 | 30 Days After Award |

2. Click on the shipping address to change amount.

9.

PRISM Item Ship To Detail - Microsoft Internet Explorer provided by The Department of Treasury

Requisition for Modification Information
 Requisition for Modification Number: BPD-82000-04-0067 Description: Detail
 Version: BASE Amount: \$1,600.00

Delivery Location / Accounting Detail

Ship To
 Ship To: PUBLIC DEBT - PRB Mark For:
 Amount: 0.00
 Delivery Date: OR Days After Award: 30

Accounting Add Edit Delete

| Select | Account ID | Accounting Code |
|--------------------------|------------|---|
| <input type="checkbox"/> | 1 | BPD0560SE04XX/2004/610001/BPD8200000/2611/00000000/XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX |

Submit Cancel

1. Change the amount to zero dollars.

2. Click "Edit" to change amount on the account string.

10.

PRISM Item Accounting Detail - Microsoft Internet Explorer provided by The Department of Treasury

Requisition for Modification Information
 Requisition for Modification Number: BPD-82000-04-0067 Ship To Code: PUBLIC DEBT - PRB
 Version: BASE Amount: \$0.00

Accounting Information Detail

Accounting Information:

Treasury Symbol: BPD0560SE04XX PUBLIC DEBT 04 APPROPRIATED
 Fiscal Year: 2004 BFY 2004
 USSGL: 610001 OPERATING EXPENSES
 Cost Code: BPD8200000 PARKERSBURG DIVISION
 Object Class: 2611 GENERAL SUPPLIES
 Reporting Category: 00000000 DEFAULT
 CAT_B_APPR: XXX DEFAULT
 Cohort: XX DEFAULT
 Project: XXXXXXXXX
 Future 1: XXXXXXXXX
 Future 2: XXXXXXXXX

Percent: 100
 Quantity: 0
 Amount: 0.00

Committed Amount: 00 Unobligated: 00

Subject to Availability of funds: ☐

Calculate Submit Cancel

1. Make sure the new total has taken effect. You can not edit accounting information.

2. Choose "Submit".

11.

PRISM - Item Ship To Detail - Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prismopp3.publicdebt.treas.gov/prismtest/shipto/detail/item_ship_to_detail_1.asp

Requisition for Modification Information
 Requisition for Modification Number: BPD-82000-04-0067 Description: Dell Computer
 Version: BASE Amount: \$1,600.00

Ship To
 Ship To: PUBLIC DEBT - PKB Mark For:
 Amount: .00
 Delivery Date: OR Days After Award: 30

Accounting Add Edit Delete

| Select | Account ID | Accounting Code |
|--------------------------|------------|---|
| <input type="checkbox"/> | 1 | BPD0560SE04XX-2004-610001-BPD8200000-2611-00000000-XXXX-XX-XXXXXXXXXX-XXXXXXXXXX-XXXXXXXXXX |

Submit Cancel

Choose "Submit"

12.

PRISM - Ship To/Accounting - Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prismopp3.publicdebt.treas.gov/prismtest/shipto/shipto_1.asp

Requisition for Modification
 Requisition for Modification Number: BPD-82000-04-0067 Item Number: 0001 of 1
 Item Number: Go To:

Ship To
 Ship To: PUBLIC DEBT - PKB Mark For: Quantity: Amount: \$0.00 Deliver By: 30 Days After Award

Add Edit Delete

Click "Add" to create a new ship to and accounting.

13.

PRISM - Item - Ship To - Detail - Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prismapp3.publicdebt.treas.gov/prismtest/shipsto/detail/item_shipsto_detail_1.asp

Requisition for Modification Information
 Requisition for Modification Number: BPD-82000-04-0067 Description: Dell Computer
 Version: BASE Amount: \$1,600.00

Deliver Location / Accounting Detail

Ship To
 Ship To: PUBLIC DEBT - PKB Edit Mark For: Edit
 Amount: 1600
 Delivery Date: OR Days After Award: 30

Accounting Add Delivery Date Lookup

Submit Cancel

Click Submit to save your data.

Ship to amount should fill in from the general page. Click on "Add" beside Accounting.

https://prismapp3.publicdebt.treas.gov/prismtest/shipsto/detail/item_shipsto_detail_1.asp#

14.

PRISM - Item - Accounting - Detail - Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prismapp3.publicdebt.treas.gov/prismtest/shipsto/accounting/detail/acct_detail_1.asp

Requisition for Modification Information
 Requisition for Modification Number: BPD-82000-04-0067 Ship To Code: PUBLIC DEBT - PKB Amount: \$1,600.00
 Version: BASE

Accounting Information Detail

Select Accounting Code: Add A/C Combo

Treasury Symbol
 Fiscal Year
 USSGL: 610001 OPERATING EXP
 Cost Code
 Object Class
 Reporting Category: 00000000 DEFAULT
 CAT_B_APPR: XXX DEFAULT
 Cohort: 000 DEFAULT
 Project: XXXXXXXXXX DEFAULT
 Future 1: XXXXXXXXXX FUTURE USE
 Future 2: XXXXXXXXXX FUTURE USE

Percent: 100
 Quantity:
 Amount: 1600.00
 Committed Amount: Unobligated:
 Subject to Availability of funds: ☐

Calculate Submit Cancel

Click Submit to save your data.

Now it's going to allow you to make changes to the account string.

Done

15.

PRISM - Item - Accounting - Detail - Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prismopp3.publicdebt.treas.gov/prismtest/shipto/accounting/detail/acct_detail_1.asp

Requisition for Modification Information
 Requisition for Modification Number: BPD-82000-04-0067 Ship To Code: PUBLIC DEBT - PKB
 Version: BASE Amount: \$1,600.00

Accounting Information Detail
 Select Accounting Code: Alias: A/C Combo:

Treasury Symbol: BPD0560SE04XX
 Fiscal Year: 2004
 USSGL: 610001 OPERATING EXPENSES
 Cost Code: BPD8200000
 Object Class: 2613
 Reporting Category: 000000000
 CAT_B_APPR: XXX
 Cohort: XX
 Project: XXXXXXXXXX
 Future 1: XXXXXXXXXX
 Future 2: XXXXXXXXXX
 Percent: 100
 Quantity:
 Amount: 1600.00
 Committed Amount: Unobligated:
 Subject to Availability of funds: ☐

Buttons: Calculate Submit Cancel

Callout: After making changes to the accounting string Click "Submit".

16.

PRISM - Item - Ship To - Detail - Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prismopp3.publicdebt.treas.gov/prismtest/shipto/item_ship_to_detail_1.asp

Requisition for Modification Information
 Requisition for Modification Number: BPD-82000-04-0067 Description: Dell Computer
 Version: BASE Amount: \$1,600.00

Delivery Location / Accounting Detail
 Ship To: PUBLIC DEBT - PKB Edit Mark For: Edit
 Amount: 1600.00
 Delivery Date: OR Days After Award: 30

Accounting Add Edit Delete

| Select | Account ID | Accounting Code |
|-----------------------|------------|--|
| <input type="radio"/> | 1 | BPD0560SE04XX-2004-610001-BPD8200000-2613-00000000-XXX-XX-XXXXXXXX-XXXXXXXX-XXXXXXXX |

Buttons: Submit Cancel

Callout: Click "Submit"

17.

PRISM Ship To/Accounting - Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prismapp3.publicdebt.treas.gov/prismtest/shipsto/shipsto_1.asp

Requisition for Modification

General
Additional Info
Ship To
Funding
Discount
Warranty
Text
Validations
Return

Item Information
Requisition for Modification Number: BPD-82000-04-0067 Item Number: 0001 of 1
Item Number: Go To

Ship To / Accounting

| Select | Ship To | Mark For | Quantity | Amount | Deliver By |
|-------------------------------------|-------------------|----------|----------|------------|---------------------|
| <input checked="" type="checkbox"/> | PUBLIC DEBT - PKB | | | \$0.00 | 30 Days After Award |
| <input type="checkbox"/> | PUBLIC DEBT - PKB | | | \$1,600.00 | 30 Days After Award |

Now you have two Ship To address one for zero dollars, and second one with the correct amount and accounting information.

Click "Return"

18.

PRISM Requisition for Modification - Validations - Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prismapp3.publicdebt.treas.gov/prismtest/validation/validation_1.asp

Requisition for Modification

Main
Items
Vendor
Supporting Docs
Form Info
Validations
Route History
Status History
Notifications
Ownership
Navigator
Return to Home

Requisition for Modification Information
Requisition Number: BPD-82000-04-0067 Status: In Progress Number of Items: 1
Version: BASE Stage: Requisition Total Amount: \$1,600.00

Validations
Warning Messages

| Location | Message | Extended Text |
|-----------|--|---------------|
| Item 0001 | Decommittments on Req for Mods will not be sent to Finance | |

Total Warnings: 1

A/C Check

Click "Validations", you should receive this Warning Message.

19.

PRISM - Requisition - Detail - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address: https://prismapp3.publicdebt.treas.gov/prismtest/hof/mod/general/detail/gen_detail_f.asp

Route Self Approve Suspend Line Items View Form Delete Cancel Load PPT ?

Requisition for Modification Information

Requisition Number: BPD-82000-04-0067 Stage: Requestion Number of Items: 1

Version: [BASE-In Progress] Net View: Off Total Amount: \$1,600.00

Original Document: BPD-BPD 04 00502 Commitment: \$0.00

General Information

Owner: TRAIN TRAIN01

Originating Office: [BPD] [Edit ...]

Requisition Date: [06/27/2004]

Requisitioner: [TRAIN01]

Buyer: [TRAIN01]

Buyer Assign Date: (None)

Requisition Received Date: []

Requisition Released Date: (None)

Source PPT Name: (None)

Primary Product / Service Code: [PR]

Requisition for Modification

Main

- General
- Additional Info
- Project
- Text
- Change Text
- Defaults
- Items
- Vendor
- Supporting Docs
- Form Info
- Validations
- Route History
- Status History
- Notifications
- Ownership
- Navigator
- Return to Home

Done Internet

“Route” the document as you normally would to the appropriate Approvers.